

CIA INTERNAL USE ONLY
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NOTICE

NO.

LOGISTIC

DRAFT 17 August 1965

SUPPLY

STANDARDIZATION OF HEAVY-DUTY FILE FOLDERS

REFERENCE: NOTICE No.

1. The following item has been added to the list of filing supplies standardized for Agency-wide use in reference Notice:

<u>* Item</u>	<u>Stock No.</u>
Folder, file, kraft, square cut, 17 point, slot punched in 1st and 3rd positions, $\frac{1}{2}$ inch linen "W" type expansion gusset. Legal size only.	$1\frac{1}{2}$ "

2. The above item ^{are} is a heavy-duty folder, which will be issued for use only in those files where there are frequent references to records not subject to early retirement and where the heavy continuing usage of such files would necessitate replacement of the standard 11 point folders during the active life of the records. ~~Normally the standard heavy-duty file folders will be used only for filing "case" or "project" records where the rate of expansion and the period of time such records must be retained is such as to preclude the use of the standard 11 point kraft folder.~~

3. ^{This type folder} Folder number is being standardized in order to replace ~~the~~ many of the different types of heavy-duty folders now used in the Agency. Standardization of ~~any~~ such ^a folder will effect substantial economies in the procurement and storage of folders. (In addition this particular folder costs approximately 10 cents less than the equivalent pressboard folder and is considered approximately equal in durability, strength, and utilization.)

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4. The new folder may be obtained by submitting a requisition through normal supply channels with the following statement signed by the Area

Records Officer. *Bearing the following statement for the file by the ARO*

These folders are needed because the frequent reference requirements of the file would necessitate replacement of the standard 11 point folders during the active life of the records.

Signed: _____
A.R.O. (Title)

Requisitions for these folders received without this certification will be returned to the requesting office.

DISTRIBUTION: AB